



JOB ANNOUNCEMENT

Unit Manager – Grants Management (Fiscal and Administrative Manager B2) Division of Finance and Administrative Services

The Division of Finance & Administrative Services (DFAS) is seeking applications for the position of Unit Manager for the Grants Management Unit in Jefferson City. The hours are Monday thru Friday from 8:00 to 5:00.

This position manages a staff of accounting professionals and is responsible for the administration of approximately 75 federal grants with a value of approximately \$7 billion.

DUTIES:

- Ensure timely and accurate filing of federal grant requests and expenditure reports;
- Ensure the appropriate claiming of federal grants in accordance with guidelines;
- Ensure cash is drawn appropriately and timely;
- Cash management of multiple state funds;
- Interpretation and application of laws and regulations governing federal program grants;
- Respond to state and federal audits on DSS administration of federal grant funds;
- Develop and implement claiming strategies that maximize availability of federal funds to the state;
- Negotiate and administer cost allocation plans.

QUALIFICATIONS: A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Accounting, Finance, Economics, Public or Business Administration, or a closely related field; and, Four or more years of professional experience in accounting, auditing, purchasing, budgeting, fiscal management, or in general management with some fiscal responsibility. *(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.) (Experience in the referenced areas at the level of Administrative Office Support Assistant (AOSA) may substitute on a year-for-year basis for deficiencies in the required education.) (Earned graduate credit hours from an accredited college or university in the specified areas may substitute on a year-for-year basis for a maximum of two years of the required experience at a rate of 24 earned graduate credit hours for one year of experience.)*

Prefer that applicants possess a degree in accounting or closely-related area and have a minimum of 5 years of progressively responsible experience in the area(s) of accounting, finance or budget.

SALARY RANGE: \$66,000 - \$72,600 Annually

TO APPLY: Please send your resume, cover letter, and transcript along with a completed DSS Employment Application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> to brenda.s.becker@dss.mo.gov.

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications is November 10, 2016. Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER